

**MINUTES**  
**Workforce Connection**  
**Of Central New Mexico**  
**Full Board Meeting**  
**Monday, October 16, 2006**  
**Mid-Region Council of Governments**  
**809 Copper NW**  
**Albuquerque, NM 87102**  
**1:30 pm**

**Call to Order:** 1:42pm - John Sapien

**Roll Call** - Determination of Quorum - by Patrick Newman

*(John Sapien welcomed new Board members)*

**Present**

- Yoshiro Akutagawa
- Doug Calderwood
- Ken Carson
- Patricia Chavez
- Bob Davey
- Keith Franklin
- Chuck Gara
- Marilyn Hill
- Judy LeJeune
- Patricia Lincoln
- Rita Logan
- Mary Lee Martin
- Dawn Matson
- Kathy McCormick
- Virginia Murphy
- Norman Ration
- Claudette Riley
- Randy Sanchez
- John Sapien
- Jim Summers
- Mike Swisher
- Ran Whitehead

**Excused**

- William Alberti
- Rita Espinosa
- Timothy Hartzler
- Rolando Klein
- Anna Ortiz
- Dave Tixier

**Absent**

- Steve Anaya
- Jeff Armijo
- Mary Baca
- Lloyd Beebe
- Martha Binford
- Eva Gonzalez
- Edna Lopez
- J.C. Lopez
- Carol Sanchez
- John Walstrum

*(John Sapien welcomed all new board members.)*

**Approval of Monday, October 16, 2006 Agenda**

**Motion: Mike Swisher**

**Second: Bob Davey**

**No Discussion**

**Action: Passed by voice vote**

**Tab 1. Approval of Minutes, Full Board: June 19, 2006**

**Motion: Bob Davey**

**Second: Randy Sanchez**

**No Discussion**

**Action: Passed by voice vote**

**Tab 2. Monthly Expenditure Report - by Jan Borchardt**

- Jan Borchardt explained the WIA monthly expenditure reports for the months ending August 31, 2006 and September 30, 2006.
- There was a refund to the workers' compensation premium in the amount of five thousand and four hundred ninety-nine dollars (\$5,499) for the month of August.
- The One-Stop Operator category shows a zero balance for September due to the new state accounting system transition issues.

**Discussion and Questions Followed**

**FINAL ACTION ITEMS**

**There were two action items to discuss and vote on – All were passed by voice vote.**

**Passed by voice vote**

- Approval of WCCNM PY06 One-Stop Operator Designation
- Approval of WFCP-04-06, Proposed Amendments to WCCNM By-Laws

**Tab 3. Approval of WCCNM PY06 One-Stop Operator Designation - Introduction and Background by Patrick Newman**

- Under the Workforce Investment Act, the local board may be designated or certified as the One-Stop Operator, with the agreement of the CEOs and the Governor.
- The One-Stop Operator designation would enable the WCCNM to meet all requirements for certification of the Central Region One-Stop Centers.
- The Governor's office, as well as OWTD is striving to establish two model One-Stops in New Mexico; one in the Central Region and one in the Eastern Region.
- Documents were distributed which provided information on One-Stop Operator chronology, the functions of both the Operator and Provider roles, and the accomplishments of the Model One-Stop Partner meetings to date.
- A letter from OWTD stated approval of one hundred fifty thousand dollars (\$150,000) of state funds to hire two One-Stop Site Managers. Resources are being explored to fund operational costs.
- Mr. Sapien further elaborated on the functions of the Operator and how it is critical to have a designated person perform those functions.
- Mr. Newman stated that a projected Model One-Stop budget of 1.825 million dollars has been established to sustain infrastructure and staff.

**Discussion and Questions Followed**

**Motion: Mike Swisher**

**Second: Bob Davey**

**Discussion and Questions Followed**

**Action: Passed by voice vote**

**Tab 4. Approval of WFCP-04-06, Proposed Amendments to WCCNM Bylaws - Introduction and Background by Jerilynn Sans and Bob Desiderio**

- Jerilynn Sans presented and is requesting approval of the proposed amendments to the WCCNM Bylaws.
- The WCCNM Bylaws are required for compliance of state law and orderly function of the WCCNM Board.
- Staff, along with Bob Desiderio, WCCNM Legal Council, have reviewed and outlined several proposed changes.
- Bob Desiderio outlined all proposed amendments to the WCCNM bylaws and explained the reasoning behind all the changes.
- The proposed amendments will allow staff and the Board to operate at a more effective and efficient level and remain in compliance during OWTD audits.
- Mike Swisher suggested that due to redundancy, either the terms "WCCNM" or "Board" be utilized rather than "WCCNM Board". Mr. Desiderio stated that he will review and update the Bylaws accordingly with those changes.

**Questions and Comments Followed**

**Motion with proposed changes to "WCCNM Board" language: Bob Davey**

**Second with changes: Rita Logan**

**Discussion and Questions Followed**

**Action: Passed by voice vote**

## DISCUSSION ITEMS

### **Tab 5. Summer Work Academy Update - by Jerilynn Sans**

- Jerilynn Sans provided an overview of the PY06 Summer Work Academy (SWA) for Torrance, Sandoval and Valencia Counties.
- A total of 70 youth were enrolled in the Academy, where they were placed in summer employment opportunities, and allowed a total of 270 work experience hours.
- All participant files have been reviewed for compliance; a few issues and inconsistencies were noted and addressed.
- All files were also reviewed by YDI staff for compliance prior to transition; all files were transitioned to YDI on August 22, 2006 for continued service.
- Lawrence Rael thanked Jerilynn Sans, Ramona Chavez and the Youth Mentors for the great job with this year's Summer Work Academy.
- Mr. Rael also stated that we continue to struggle with youth funding for the Central Region and need to continue to pressure OWTD for more funding.

#### **Discussion Followed**

### **Tab 6. Annual Report Update - by Ramona Chavez**

- Ramona Chavez presented the PY05 Central Region performance measures.
- Ms. Chavez thanked the providers, NMDOL and YDI, for their hard work.
- The overall status of the Central Region reports that two (2) performance measures were not met, seven (7) were met and eight (8) were exceeded.
- The state of New Mexico as a whole met the performance measures.
- Bob Davey asked if the performance measure numbers served as an examining tool.
- Mr. Rael stated that we will visit with YDI and look into what they recommend to improve performance.
- One challenge has been accessing the performance information in a timely manner; it is difficult to obtain real-time data through the VOSS database system.
- Mr. Sapient thanked Virginia Trujillo of YDI and Marilyn Hill with NMDOL for the great job they have been doing.

#### **Questions and Comments Followed**

### **Tab 7. Single Audit Update - by Ramona Chavez**

- Ramona Chavez reported that the PY01 outstanding audit finding of three hundred sixty two dollars (\$362,000) disallowed costs has been identified and resolved.
- A letter dated July 31, 2006 from OWTD references Single Audit FYE, June 30, 2005, Finding No. 02-03, Youth Services to Possible Ineligible Participants PY-01 Revised.
- Ms. Chavez noted that PY05 Audit has just been completed. A report from Hinkle and Landers will be provided to the Board.
- Mr. Sapient complemented Lawrence Rael and the WIA team for walking us through the audits and achieving the success that we have.

#### **Discussion and Comments Followed**

## REPORTS

### Administrative Reports

- Patrick Newman reported that the WIA staff have been working diligently on a planning schedule that encompasses upcoming meetings and activities from now to June of 2007. The planning schedule will be sent to the Board upon completion.
- A letter was received from Mr. Joseph Juarez of USDOL congratulating the Board on being selected to participate in the 2nd national business learning workforce investment partnership sponsored by USDOL.
- Mr. Newman introduced Mr. Bill Janes, former USDOL employee, who has been very instrumental to the state and local board in evolving the program to the visions of the Board.
- Mr. Sapien also recognized Ms. Adrienne Smith and thanked her for addressing WIA challenges.
- Ramona Chavez stated that the Central Region Eligible Training Providers (ETP) have been contacted for recertification. The ETP certification process has been completed for PY05.

### Committee Reports -

#### **Youth Council** - by Mary Lee Martin

- The Youth Council did not meet for the month of October.
- The next Youth Council meeting is scheduled for November 9, 2006.

#### **Performance and Monitoring** - by Mike Swisher for Virginia Murphy

- The Performance and Monitoring Committee met on October 11, 2006.
- There seems to be issues with providing services in the outlying areas.
- There was discussion on the possibility of picking one of the smaller school districts and make an effort to get that money tied back into that school district to help them with their no child left behind requirements.
- The Committee will continue to update the Board on this issue.
- The next meeting is scheduled for November 8, 2006

#### **Training and Service Provider** - by Judy LeJeune

- The Committee did not meet for the month of September.
- The New Mexico Childcare Education Association is scheduled to make a presentation to the Committee regarding continuing education credits for licensed childcare providers. .
- The next meeting is scheduled for November 16, 2006.

#### **Building an Employer-Driven One-Stop System** - by John Sapien

- The Business Outreach Committee has been combined with the Building an Employer-Driven One-Stop System (BEDOSS) Committee due to overlapping initiatives.
- The BEDOSS has been set up to examine avenues in conversation with those who are not a part of the Board, such as the economic development corporations and various partners, to oversee and implement business-driven initiatives.

- A BEDOSS meeting has been scheduled for Wednesday, 18, 2006.

#### **PUBLIC COMMENT/ADJOURNMENT**

- **Public Comment** – None
- **Adjournment** - 3:01pm

#### **NOTES**

**Next Meeting:**

**Date:** December 18, 2006

**Time:** 1:30 pm

**Location:** Mid-Region Council of Governments - Board Room